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ADMINISTRATIVE MANAGEMENT ADVISORY GROUP

MINUTES

19 November 1979

Present: Margaret S. - OP, Chairperson  
Bill M. - OF  
[REDACTED] - OS  
Helen R. - ODP

25X1A

25X1A

1. The meeting was called to order at 1510, and it was noted that a new member from the [REDACTED] has been appointed to ADMAG by the Office of Communications.

Weather Emergency Bulletin

2. Margaret S. reported that OP has promised that a Headquarters notice on weather emergencies will be published soon.

Financial Status of EAF

3. After reviewing the loan policy, repay system and auditors report of the Education Aid Fund coupled with [REDACTED] 25X1A comments, Bill M. said that EAF is financially healthy primarily through the support of its annual fund drive. He concluded that without such an effort it would be impossible for EAF to continue unless changes were made in its loan and repay system.

Headquarters Notice Captioned Access to Employee's Records

4. Helen R. urged that the Headquarters notice outlining procedures for employees to follow for access to their records be accepted without recommending any changes in its structure. ADMAG agreed.

Visit to DCI MAG

5. Margaret S., along with the three additional directorate MAG chairmen, recently were the guests of the DCI MAG Chairman. Ideas were exchanged and roles were examined; and Margaret concluded

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that the DCI MAG, followed closely by NFAC, as the most active group with both DDS&T and DDA being less active and sharing similar constraints and prohibitions. The session was termed successful and the chairperson will explore the possibility of having MAG Chairman attend a regular DCI MAG meeting.

New Business

6. (a) A recommendation was made for ADMAG to consider the merits of having the signatures of both the head of ones career service along with the DCI, appear on promotion certificates. It was tabled with a suggestion that the originator submit his idea to the suggestion committee.

(b) A recommendation to explore the possibility of obtaining direct Metro bus service from Sugarland Park to Headquarters will be taken up at the next meeting.

7. The meeting was adjourned at 1600 hours with the next one scheduled for 10 December 1979.

  
Acting Recorder

25X1A

Note from the Chairman:

As you can see only three members and the Chairman were present for the last meeting. Only one member had the courtesy to call and say that he was not available. Had we known that only four people would be attending, the meeting could have been rescheduled or cancelled. The next meeting has been scheduled for 10 December at 1500 and it is requested that all members either be present or at least call to say they will be absent. Some members have not shown up for several meetings and this of course is not helping us conduct productive meetings or even have meaningful discussions as to whether we should continue or not. While I realize this has been a difficult time for the ADMAG, the only way we are going to improve is through group effort. Hoping to see you all on the 10th.

*M. J. [unclear]*